

BENJAMIN FRANKLIN HIGH SCHOOL

STUDENT HANDBOOK 2010-2011

**2001 LEON C. SIMON DRIVE
NEW ORLEANS, LA 70122**

Telephone: (504) 286-2600

Chartered by: New Orleans Public Schools

Governed by: Advocates for Academic Excellence in Education

This school agenda belongs to:

Name _____

Address _____

City _____ **Zip** _____

Phone _____

Homeroom # _____ **Homeroom teacher:** _____

**Benjamin Franklin High School
Alma Mater**

Franklin High, our Alma Mater, in your honor now we
stand
Thanking you for all the knowledge gained beneath your
guiding hand.
You have helped us; you have taught us; and inspired us in
ev'ry way;
And with kindness you have shaped us, worthy students of
our day.

Franklin High our Alma Mater, unto you our voices rise;
You have shown us paths of virtue, guided us with counsel
wise.
All your precepts, all your teachings long will live and long
prevail;
Ne'er in life will we forget you,
Franklin, Alma Mater, Hail!

Student/Parent Compact

Please Print Student Name

Grade

Dear Parent and Student:

Each year we update this student handbook. We ask that both student and parent read the stipulations listed below, check them off, sign and date the reverse side of this page and return the entire page to the homeroom teacher by Friday, August 20, 2010. Please call if you have any questions.

- ___ I have read the New Orleans Public Schools Acceptable Use Policy regarding the use of computers, including the code of conduct for use of LIVE@edu, and agree that my child be held to its provisions.
- ___ I have read the Benjamin Franklin Computer Use Regulations and I agree that my child shall be held to its provisions.
- ___ I have read the Benjamin Franklin High School Honor Code and agree that my child shall subscribe to the provisions of the code.
- ___ I have discussed the provisions of the Student Handbook with my child. I understand the rules and regulations as they are contained in the handbook.
- ___ I have discussed the BFHS Discipline and Dress Codes with my child.
- ___ I give permission for my child's name, photo and student work to be displayed on-line in school related websites, school publications and any other publication tool used by media and approved by the school for publicity purposes.

Continued on back

- I understand that my child is responsible for all school work assigned in each course, all discipline responsibilities according to this handbook and all financial obligations to Franklin, including textbooks and equipment issued to him/her; that the books shall remain covered at all times and any equipment issued to him/her be kept securely; and that he/she shall return the books and equipment in good condition, subject to a fine up to and including the cost of replacing any item.
- I understand that my child is responsible for parking and library fines incurred by him/her at UNO.
- I understand that my child is to wear his/her Franklin ID at all times while on school property.
- I understand that my child must abide by the Ben Franklin H.S. dress code.

By signing this agreement, we consent to all of the provisions on both sides of this page.

____ Grade ____ Date ____
Student Signature

____ Date ____
Parent Signature

____ Home tel. number ____ Parent's Work tel. Number ____
HR

Return this copy

Please return this page to the homeroom teacher by Friday, August 20, 2010, dated and signed with the items checked off on both sides.

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Principal's Message

Welcome to Ben Franklin High School!

For over fifty years Ben Franklin High School has been a benchmark for excellence in education. Founded as a “school for high achieving and academically talented students”, Franklin has led the region and often the nation in developing some of the finest young scholars and civic-minded people anywhere.

This Student Handbook is part of the lore that surrounds every aspect of Benjamin Franklin High School. It clearly addresses issues of academic quality, consistency, opportunity, and what it means to be part of one of America's best high schools. The Student Honor Code is of particular interest as it speaks to the heart of who we are, and how we are expected to work, live and grow with each other. “The Code” as many call it, forms the fulcrum from which our school balances a rigorous academic program with abundant opportunities in the arts, sports and music. Moreover, it frames the four elements, or guiding principles that help shape our direction. These principles, written by the ineffable Ben Franklin himself are: Honor, Wisdom, Service and Justice.

As you matriculate through Franklin, these virtues will be your guide. They will carry you through your academic career here and eventually help you craft a life that is rewarding and filled with the *Spirit of Excellence* that has been part of the life of our school since its inception.

Good luck and enjoy this year at Franklin!

Sincerely,

Dr. Timothy G. Rusnak, Ed.D.
CEO/Principal

Benjamin Franklin High School Mission Statement

Benjamin Franklin High School strives to foster a genuine love of learning by giving young people of high intellectual promise an opportunity to reach their maximum potential as scholars and productive, creative citizens of a technology-rich global community in a nurturing and challenging environment. We emphasize problem solving, interactive discussion, exploration, abstract reasoning and other creative activities through an enriched program of advanced work in required courses, AP courses, and electives. Excellence has been and will continue to be the daily expectation of our administrators, teachers, students, and parents.

Our Beliefs:

- ◆ Instructional time is the highest priority within a school environment rich in extracurricular opportunities.
- ◆ Instruction in reading, writing, speaking and research skills is the shared responsibility of all teachers in all disciplines.
- ◆ All students need to become lifelong learners, and for most Franklin graduates, the next logical step in that process is to attend a college or university.
- ◆ Being given the opportunity to excel promotes the likelihood of future success.
- ◆ All our students need to be given opportunities to learn through cooperation as well as competition.
- ◆ Individual and cultural diversity is a value to be affirmed and nurtured.
- ◆ Giving our students the opportunity to communicate in other languages increases their ability to view the world as a global village, improve their communication skills, and gain a genuine understanding of another culture.
- ◆ A sound education includes education in the arts, sciences and humanities.
- ◆ All our students need to be physically and emotionally fit to be healthy and happy adults.
- ◆ All our students need to develop a sense of community and social responsibility and that good citizenship requires awareness of the rights and needs of others.
- ◆ All of our students need to be technologically proficient and skilled at reading, writing, and communicating.

Student/Parent Compact (Copy to remain in handbook)

Dear Parent and Student:

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___ I understand that my child is to wear his/her Franklin ID at all times while on school property.

___ I understand that my child must abide by the Ben Franklin H.S. dress code.

DO NOT RETURN THIS COPY. KEEP IT IN THE HANDBOOK.

Citizenship

No other aspect of school life carries as much significance as does citizenship. Cooperation, courtesy, and consideration for others contribute immeasurably to the daily life and spirit of the school. The students, faculty, and administration believe that it is a privilege to attend and to work at Franklin; that education is our major goal; and that responsibility to others is fundamental. The overriding goal is for each student and each staff member to be responsible for his or her own actions.

Benjamin Franklin High School Honor Code

Portions adapted from the Josephson Institute of Ethics: "Changing Cheaters"
www.charactercounts.org

Preamble

We the stakeholders of Benjamin Franklin High School are dedicated to promoting a learning environment based on the foundation of personal integrity. We are also committed to assuring that our students do not demean their character, damage their credibility or jeopardize their futures by engaging in any form of academic dishonesty.

Basic Elements of the Honor Code:

No policy can address every situation that may arise in any school or work environment. These Basic Elements, however, do represent the Spirit of the Honor Code that must frame our Franklin Community. This is a "living document" in that each member of our Franklin community must apply their own good judgment to the application of these virtues. Some Honor Code Elements include, but are not limited to the following:

- Honesty – academic grades are a reflection of individual ability and performance. When putting your name on a test or assignment, be sure the work is truly yours.
- Respect – use common courtesy when interacting with teachers, administrators and peers. Respect their individuality, opinions, feelings, space and property.
- Open-mindedness – We promote diversity as we must be committed to accepting of different peoples, lifestyles and views. Listen to the ideas of those around you.
- Ethical Behavior – Do what is right...fight temptations and strive to live according to the highest principles that bring about pride and honor to yourself, your family and the school.
- Discipline – abide by school rules – they were established to provide all students with a healthy, safe and effective learning environment.
- Pride – challenge yourself to produce quality work that represents your best effort. Be proud of your school, your friends and yourself. Recognize the strengths of your school and work with teachers, administrators and peers to make it even better.

- Helpfulness – be mindful of the needs of others and willing to help, physically and academically. Remember that words of encouragement and praise can often provide the most effective assistance.
- Responsibility – we all have a role to play to make Franklin a better place. Be active in the school, be helpful and take an interest in making the school better for everyone.

Academic Integrity

To create and maintain a culture of Academic Integrity at Benjamin Franklin High School all members of the community must take an active role. A climate of positive scholarship with integrity can be fostered through open dialogue and learning. The following practical suggestions promote a positive academic environment founded on scholarship, inquiry, the pursuit of excellence and mutual trust.

- Learn what Academic Integrity means and why it is vital to Mission of Benjamin Franklin High School
- Ask the teacher whenever unsure of what may constitute plagiarism or cheating, or if uncertain of what resources or tools may be used in completing an assignment or exam

The following will govern the academic conduct of students, teachers and administrators:

Homework: Homework is an integral part of your education at Franklin. The sharing or copying of homework is plagiarism. However, some teachers may use homework as a tool to enrich group communication skills and foster cooperative learning practices.

Because flexibility is needed to fairly govern homework, and because teachers set different criteria for the assessment of homework assignments, the teacher has the authority to set their own discipline standards with regard to the enforcement of the rules dealing with homework as an issue of academic dishonesty. This includes, but is not limited to, a range of reasonable and accepted actions in communication with the student, parent and guidance counselor. If the teacher feels additional disciplinary actions are warranted they will refer the student to the assistant principal for disciplinary actions under the consequences for major offenses (see section below).

I. All forms of academic dishonesty as defined below are strictly forbidden, constitute a major offense, and will result in disciplinary action.

A. Cheating on Exams, Tests, Quizzes, and other Assessments (e.g. mile run in PE, art projects, oral presentations, etc.) - using or attempting to use unauthorized assistance, material or study aids during an examination, including but not limited to:

1. Copying from others.

2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits.
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a "cheat sheet" (i.e., a piece of paper or electronic device with answers, formulas, information or notes) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

B. Plagiarism in Papers and Assignments - "The act of using another person's ideas or expression in your writing or in your oral presentations without acknowledging the source." Plagiarism includes "copying another's sentences verbatim, repeating someone else's particularly apt phrase without appropriate acknowledgement, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own, " again without acknowledging the source."

Quoted sections above from:
MLA Handbook for Writers of Research Papers,
 New York: 1988. pp. 21-23.

Transgressions involving plagiarism include, but are not limited to:

1. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes, but is not limited to:
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
2. Acting as a provider of paper(s) for a student or students.

3. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
4. Failing to use quotation marks where appropriate.
5. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
6. Making up data for an experiment (“fudging data”).
7. Citing nonexistent sources (articles, books, etc.).

C. Other forms of Academic Dishonesty

1. Misrepresenting the academic accomplishments and/or records of yourself or someone else, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Forging a signature.
4. Hoarding or damaging library materials.
5. Facilitating academic dishonesty (i.e., knowingly helping another violate any provision of the Code).
6. Gaining unfair advantage (i.e., attempting to gain unauthorized advantage over fellow students in an academic exercise).

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

II. Consequences

Disciplinary action will be taken commensurate with the offense. All teachers and administrators are expected to enforce the rules and consequences of the Code uniformly.

A. First offense

1. Score of 50 on the test, paper or assignment
2. Conference with teacher, counselor, parent and student
3. Official suspension or extended detention
4. Student’s counselor is notified

B. Second offense

1. Score of zero on the test, paper or assignment
2. Conference with teacher, counselor, parent and student, principal and/or assistant principal
3. Suspension
4. Disciplinary probation
5. Student’s counselor is notified

C. Third offense

1. Score of zero on the test, paper or assignment
2. Conference with teacher, counselor, parent and student, principal and/or assistant principal.
3. Student's counselor is notified
4. Referral to the Discipline Board for recommendation on Suspension or Expulsion

Note: Schemes that reveal attempts at coordination beyond an individual level may warrant treatment of first offenses as second or third offenses.

Daily Bell Schedules 2010-2011

BELL SCHEDULE #1 - Regular: (94 min classes)

HOMEROOM	8:05 - 8:13
1 st	8:16 - 9:50
2 nd	9:54 - 11:29
Lunch	11:29 - 12:07
3 rd	12:11 - 1:45
4 th	1:49 - 3:24

BELL SCHEDULE #2 - Activity Schedule: (89 min classes)

HOMEROOM	8:05 - 8:13
1 st	8:16 - 9:45
2 nd	9:49 - 11:19
Activity	11:19 - 11:39
Lunch	11:39 - 12:17
3 rd	12:21 - 1:50
4 th	1:54 - 3:24

BELL SCHEDULE #3 - Performing Arts (84 min. classes)

HOMEROOM	8:05 - 8:13
1 st	8:16 - 9:40
2 nd	9:44 - 11:09
Lunch	11:09 - 11:47
3 rd	11:51 - 1:15
4 th	1:19 - 2:19 - Program for 1 st & 2 nd floors except PE/Health
4 th	2:24 - 3:24 - Program for 3 rd floor and PE/Health

BELL SCHEDULE #4 – Extended Homeroom (89 min. classes)

HOMEROOM	8:05 - 8:33
1 st	8:36 - 10:05
2 nd	10:09 - 11:39
Lunch	11:39 - 12:17
3 rd	12:21 - 1:50
4 th	1:54 - 3:24

BELL SCHEDULE #5 – Faculty Meeting : (53 min. classes)

HOMEROOM	8:05 - 8:13
1 st	8:16 - 9:09
2 nd	9:13 - 10:06
3 rd	10:10 - 11:03
4 th	11:07 - 12:00
LUNCH	12:00 - 12:30
Faculty Meeting	12:30 – 4:30

Curriculum

All academic courses at Franklin are Honors, Gifted, or Advanced Placement Program classes. All courses are challenging for the student who meets our very strict entrance requirements. Students who have not faced such a demanding curriculum in the past or who have not yet developed strong study and organizational skills may find that homework takes longer. Students should feel comfortable in asking for assistance. Asking for help and helping others should become an automatic response for Franklin students and staff.

The difference between “help” and copying someone else’s work: It is ultimately more useful to your classmates if you explain how you arrived at your answers/conclusions rather than letting them copy your work verbatim.

Schoolwork that teachers assign to students at Franklin is not “busy work.” Rather, teachers design most of the work here – homework, class work, reading, group work etc. – to assist you in learning the subject matter and skills. Then when the true tests come – the SAT and the ACT, personal essays and interviews for selective colleges and proving your ability to get a job done – you will be ready. If that groundwork is not your own but someone else’s, you won’t be ready.

Where to Go For Help

We want everyone at Franklin to succeed to his or her maximum ability. The first step in achieving success is being willing to seek help. In addition, we ask teachers to inform the counselors when a student is struggling. There are two groups that meet regularly to explore avenues of assistance for such students. The first is the Franklin Support Team (FST) that meets weekly to discuss many issues. When the FST feels it necessary, they refer individual students to the second group – the Student Assistance Team (SAT). Whenever this group meets about a specific student, we invite the parent(s), the student and the teachers involved to discuss formally what might be the best options to get help for the student.

Listed below are three other specific avenues where students should feel free to seek assistance:

1. **Your classroom teachers are your first source of assistance.** Faculty members have regularly scheduled times before school, during lunch, and/or after school to offer help. Find out when teachers are available.
2. Your counselor is always ready to assist you. Get to know this important person.
3. Our social worker is always ready to help you with personal and academic problems. The social worker offers a very special kind of help: You can discuss things with the social worker and be assured that your discussions will remain confidential.

Communication with Parents and Students

Power School Parent Portal, which provides parent and student access to student information, is an excellent way to keep informed about the student's attendance, grades, discipline record and other data. Information is in real time. Your log on ID and password will be provided by the school.

Parents are also encouraged to e-mail faculty and/or leave voice mails if they have questions about a student's progress.

We designed our system of report cards, progress reports, e-mails and phone calls to keep all parents informed regularly about the standing their child has in each of his/her classes.

We schedule official Parent Conference nights three times per year when parents have the opportunity to discuss student achievement with the teachers at school. The schedule follows:

Quarter	Parent Conferences
1: Aug 11 – Oct 12	Oct. 20, 2010
2: Oct 13 – Jan 4 (report cards issued Jan. 12, 2011)	Jan. 13, 2011
3: Jan 5– Mar 15	Mar. 16, 2011
4: Mar 16 – May 24 (report cards are mailed to parents by June 4, 2011)	

Interim Progress Reports

Interim progress reports will be sent home approximately every 4-5 weeks, beginning September 14. Teachers may also choose to send home individual student progress reports at time during the year, and **must** send them if a student's grade for that course falls below a "C" average.

Report Cards

Report cards will be issued at the end of each semester. For each course, these will list the semester exam grade, which contributes 25% to the final grade, and the final grade for the semester. Final grades and credits are recorded in the student's transcript at the end of each semester.

Franklin will issue Report Cards directly to students who earn all "C's" or above.

We will have parent conference meetings for those students who earn less than a "C" in any subject. While these evenings are primarily designed for parents of those students to pick up the report cards and meet with teachers, all parents are encouraged to attend. These will be held from 4:00 to 6:00 PM on the dates listed above.

Social Worker Confidentiality

Franklin's social worker is a credentialed mental health professional who can discuss medical, psychological or other serious problems with students and parents on a confidential basis with the assurance that nothing about the discussion becomes a part of the student's educational records. The social worker can provide names of counseling professionals who have helped Franklin students in the past and provide families with information about free or low-cost medical services, screening for substances, and psychological assessment available in the New Orleans area.

The Social Worker also oversees the Peer Assistance Team, a student-led program with a series of peer assisted activities and services available for the benefit of fellow students. Many students who discover they need an academic boost have found the Peer Assistance Team valuable as they made the adjustment to Benjamin Franklin's demanding curriculum.

Course Selection

We ask all students to make final course selections in the spring of each year. Please do all of your planning before you make these selections. We issue a "Course Description" booklet to all new students as we enter this planning period. Keep this book. You will need it in the following years. Please plan your course work for the years remaining to you at Franklin. Then refine your choice each spring.

Every student must carry at least six subjects with 2 study halls. Students may elect to carry 7 courses with 1 study hall. If a student wants to carry 8 credits in a year, he/she must get special permission from the principal, through the counselor, to do so. (We require a minimum of five academic courses for freshmen, sophomores and juniors: one each in language arts, mathematics, science, social studies and a foreign language.) Students carrying seven or eight subjects may drop an elective course, using the deadlines below, provided that dropping the course does not endanger their earning enough credits for graduation, or drop them below the 6 course minimum. The deadlines for dropping or adding courses, including electives are as follows:

Semester	Deadline for adding a course for credit	Deadline for dropping a course or transferring to a different level of a course
Semester 1	August 20, 2010	October 14, 2010
Semester 2	January 14, 2011	For a full year course: January 14, 2011 For a one semester course: February 11, 2011

We accommodate students who attend the New Orleans Center for Creative Arts (NOCCA) by allowing them to take only four courses at Franklin. NOCCA students can take social studies courses during the summer at local universities before returning to NOCCA in the fall. Students who do not return to NOCCA in the fall must take their social studies courses at Franklin. Four credits of Social Studies are required for all students.

Students and parents should understand that we will count for retention purposes only the academic courses in the five major subject areas they take at Franklin.

Whenever there is room in a student's schedule for him/her to take a required course at Franklin, the student will take the course at Franklin.

Students may not take a summer course in order to advance to the next level in a discipline unless the student failed that course during the regular school year.

Once enrolled in Franklin, students may not take elsewhere any course that Franklin offers. We make exceptions to this rule only for NOCCA. Students may not use college courses to replace required courses offered at Franklin.

In order to maintain continuity of instruction and the learning process, students are allowed to enroll at NOCCA only at the beginning of the school year.

Franklin Graduation Requirements

English I-IV	Students must earn four units during grades 9-12	4.0
Social Studies	World Geography, Civics/Free Enterprise, U.S. History and one additional credit earned during grades 9-12.	4.0
Mathematics	Students must earn four units during grades 9-12.	4.0
Science	Biology I, Chemistry I, and any 2 of the following: Physics H, Physics C AP, Biology II AP, Chemistry II AP, Earth Science H, Environmental Science H or AP,	4.0
Foreign Language	Students must earn three units, with a minimum of two units in the same language during grades 9-12.	3.0
Physical Education	I and II	1.5
Health		0.5
Electives Two		2.0
Total units needed for Graduation		23.0

Beginning with the class of 2012, there is an additional requirement of one credit in the arts, bringing the total units required to 24.

ADDITIONAL REQUIREMENTS FOR GRADUATION FROM FRANKLIN

1. Completion of at least 2 AP courses OR one concurrent enrollment approved by the administration.
2. Completion of an acceptable IRP in at least one of the student's science courses.

The **State of Louisiana Academic Enhancement Diploma**, **Regents Scholars Diploma** and the **Board of Elementary and Secondary Education Honors Diploma** have some few additional requirements. These include: The attainment of a grade of 3 or better on an AP exam before the senior year and an ACT score of at least 23 for the Academic Enhancement diploma; Physics

for the Honors Diploma; and Fine Arts Survey or two years of art, music, dance, or drama for both Regents and Honors. All three of these special diplomas require a total of 24 units earned.

Comprehensive Course List

Required Courses:

Grade 9:

English I H, G
World Geography H or
Human Geography AP
Algebra I or Geometry I H, G
Biology I H
Foreign Language I H (French,
German, Spanish)
Health and Physical Ed. I
Elective and study hall or
two study halls

Grade 11

English III H, G, AP
U.S. History H, AP
Algebra II or Pre-Calculus H, G
Science - choose from: Physics H,
Environmental Sci. H or AP,
Bio. II AP, Chem. II AP, Earth Sci. H
Foreign Language III or begin a
new language
2 electives and one study hall or
1 elective and 2 study halls

Grade 10

English II H, G
Civics H / Free Ent. H or
Am. Gov AP/Free Ent H
Geometry or Algebra II H, G
Chemistry I H
Foreign Language II H
Physical Education II
Elective and study hall or
two study halls

Grade 12

English IV H, G, AP
Pre-Calculus H, G
or Calculus AP or H
World History H or AP
or European Hist. AP
Science - choose from:
Physics H, Physics C AP,
Earth Sci. H,
Bio. II AP, Chem. II AP
or Env. Sci. H, AP
Three electives and one study
hall or two electives and
two study halls

Elective Courses: Note: Whether or not a specific elective is offered will depend upon the number of students choosing that course.

Art I, II, Studio Art, IV
Art History AP
Band (Beg., Int., Adv.) H
Chorus (Beg., Int., Adv.)H
Computer Science I H
Creative Writing I & II H
Foreign Language IV or V
Greek & Roman History
Latin I, II H
Music Appreciation H
Music Theory I H or II AP
Orchestra (Beg., Int., Adv.) H

Physical Education III and IV
Psychology AP
Russian History
Speech I and II
Stagecraft (Theater Elective)
Probability and Statistics AP
Publications I & II
Talented in Theater or Visual Arts
Twentieth Century History

GRADING SCALE:

A (4.0) – 93 – 100	H = 4.4, G = 4.44, AP = 4.48
B (3.0) – 85 – 92	H = 3.3, G = 3.33, AP = 3.36
C (2.0) – 75 – 84	H = 2.2, G = 2.22, AP = 2.24
D (1.0) – 70 – 74	H = 1.1, G = 1.11, AP = 1.12
F (0.0) – below 70	

The final exam grade in each semester will be 25% of the final grade for that semester.

Honor Roll Criteria

Honor Roll Certificates will be issued at the end of each semester to students whose semester GPA is 3.85 or higher and who have no grades less than a “B” on their semester report card.

Getting Academic Assistance

Teachers use phone calls and e-mails to inform parents whenever teachers feel the need to discuss a specific problem or to pass on praise.

Parents should get in touch with their child’s teachers as soon as they detect an academic deficiency. We ask that teachers get in touch with you, but do not wait. Get in touch with the teacher(s) immediately. If you have any problems making contact, speak to your child’s counselor or the school social worker. We will help you contact the teacher.

Available assistance includes peer personal guidance and academic tutoring services, Saturday morning academic help, before-school, lunchtime, and after-school teacher assistance and assistance from teachers willing to help you at almost any time.

It is your responsibility to seek the help you need. Do not put it off – your delay in getting the help you need is often the determining factor in not attaining the retention average required to stay at Franklin.

EVERYONE ASKS FOR HELP. DON’T BE AFRAID TO ASK. YOUR TEACHERS, COUNSELORS AND FELLOW STUDENTS ARE ALL READY TO OFFER A HELPING HAND.

Retention Policy

The policy:

1. All semester grades for the **academic subjects taken at Franklin** (English, mathematics, science, social studies, and foreign language) will be averaged using unweighted grade point values: (A=4, B=3, C=2, D=1, and F=0).

2. In these academic subjects, all students must earn a 2.0 grade point average.
3. We compute final retention averages at the end of the school year. However, we will notify all students who are at or below the retention average at the end of the first quarter, first semester, and the third quarter.
4. Students who are below the 2.0 retention average at the end of the year cannot remain at Franklin. These students cannot return to Franklin in subsequent years. No exceptions will be made.

Here are examples of how to figure a retention average:

Student 1:

	First Semester			Second Semester		
	Final	Ret	Grd Pt	Final	Ret	Grd Pt
English	B	= 3		B	= 3	
World History	C	= 2		C	= 2	
Geometry	C	= 2		C	= 2	
Chemistry I	D	= 1		C	= 2	
Spanish II	C	= 2		C	= 2	
Health and PE	D	= 0*		D	= 0*	
Total:		5 grds	10 pts.		5 grds	11 pts.

Final grades each semester are the only ones used to compute the retention average

*These grades do not produce quality points for the retention average.

Quality Point Average = $21 \div 10 = 2.1$

Student is ABOVE the retention average at the end of the year and may remain at Franklin.

Student 2:

	First Semester			Second Semester		
	Final	Ret	Grd Pt	Final	Ret	Grd Pt
English	B	= 3		C	= 2	
World Geography	D	= 1		D	= 1	
Algebra I	C	= 2		C	= 2	
Biology I	C	= 2		D	= 1	
Spanish I	C	= 2		C	= 2	
Health and PE	B	= 0*		B	= 0*	
Total:		5 grds	10 pts.		5 grds	8 pts.

*These grades do not produce quality points for the retention average.

Quality Point Average = $18 \div 10 = 1.8$

Student is BELOW the retention average at the end of the year and cannot remain at Franklin.

NOTE: Parents should remember that the retention average is the same as the average used to determine eligibility for activities. The grade point average printed on transcripts and report cards is a “weighted” GPA and not the retention/eligibility average. To determine the retention/eligibility average you must use a strict 4-point scale and then only for the grades for the five major academic subjects.

Computer Use at Ben Franklin High School

Student Network Login Information – IMPT!! – do the following ASAP!!

- **To log in to any computer on campus and Blackboard:**
 - User Name: lastnamefirstinitialstudentID#
 - Password: studentID# (Note: When you first log in to a computer you will be asked to change your password. **YOU must remember your password!** This will now be your password for logging in to any computer on campus. This does NOT change your password in Blackboard or webmail.
- **To get to your school email:**
 - Go to the school website (<http://benfranklinhighschool.org>). Click on “Webmail” in the upper right corner. Please read carefully the “Code of Conduct” for using your LIVE@EDU email account. You will have 25GB of space to store your files. **Your user name for email is your email address (lastnamefirstinitialstudentID#@bfhs.opsb.us) . Your initial password is “falcon”. You need to login ASAP and change your password to the same password that you use as your network login.**
- **To log in to Blackboard:**
 - Go to the school website and click on Blackboard at the top right of home page. Your user name is lastnamefirstinitialstudentID#. Your password is your student ID#. **Go to the “Classes” tab and immediately change your password to the same as your network password.**

Blackboard is the place to go for BFHS information. You may access classes where teachers are putting planners, assignments, announcements, etc. under the “Classes” tab. There are many resources waiting for you on Blackboard under the “Resources” tab. If you are a member of an athletic team, enroll under the “Athletics” tab to access team information.

Personal laptops may only be brought to school after submitting proper documentation with both student and parent signature indicating you have read and agree to abide by the guidelines. Email colleen_fiegel@benfranklinhighschool.org for the appropriate use of personal laptop agreement form.

Orleans Parish School Board Acceptable Use Policy

Students

Introduction

The Orleans Parish School Board provides its students the privilege of accessing the Internet over the district's computer network. The computer network is intended to promote educational excellence and to locally and globally share educational resources. Students will access and transmit information over the Internet or network for educational purposes. It is the intent of the Orleans Parish School Board to:

- a) prevent the transmission of or access to inappropriate material by means of Internet, electronic mail, or other forms of electronic communications;
- b) prevent unauthorized and malicious attempts to access valuable network resources;
- c) prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- d) abide by the rules established in the [Children's Internet Protection Act](#).

I. Access to Inappropriate Material

The Orleans Parish School Board shall use technology protection measures (or "Internet filters") to prevent access to inappropriate material. The technology protection measures shall be applied to avoid visual depictions of material deemed obscene or pornographic, or any material deemed harmful to minors.

Authorized personnel may disable or minimize technology protection measures for bona fide research or other lawful purposes.

II. Student Behavior

While using the computer network, students:

1. **SHOULD NOT** give out names, phone numbers, addresses or any personal information about themselves or others.
2. **SHOULD NOT** engage in activities that initiate or participate in any activities that are prohibited by local, state or federal laws.
3. **SHOULD NOT** use the Internet to send or receive messages that discriminate against others.
4. **SHOULD NOT** use abusive language or profanity over the Internet.
5. **SHOULD** always be polite and respectful of others.
6. **SHOULD** communicate with caution. Keep in mind: privacy cannot be guaranteed in a network environment.

- privacy cannot be guaranteed in a network environment.
- you cannot see the person with whom you are communicating
- you cannot tell the age or the sex of the person with whom you are communicating
- you cannot always be sure you are being told the truth
- you should think carefully about what you say and how you say it

7. **SHOULD** report any problems to their teacher.

III. Inappropriate Network Usage

Accessing the Internet through the Orleans Parish School Board's network is a privilege, not a right, and inappropriate network usage will result in disciplinary actions. The Orleans Parish School Board shall take actions to uphold the safety and security of users on the Orleans Parish School Board's network.

Any student can be found in violation of acceptable network usage if he or she:

1. uses the Internet or network for illegal, inappropriate, or obscene purposes, or supports such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws.
2. violates copyrights, license agreements or other contracts.
3. intentionally disrupts information network traffic or crashes the network and connected systems.
4. uses Orleans Parish School Board's Internet or network for commercial or financial gain, fraud, political campaigning or solicitation.
5. steals or damages data, equipment, or intellectual property.
6. gains or seeks to gain unauthorized access to the network system.
7. forges electronic mail messages or posts anonymous messages.
8. uses an account owned by another user or invades the privacy of individuals.
9. changes or deletes another user's account information.
10. discloses personal information about anyone.

Students shall be made aware that any use of the network or of personal digital devices while on school property or at school events, regardless of whether the device is owned by the district, the school, or by the individual user, is subject to all the provisions of the Acceptable Use Policy of the Orleans Parish School Board. At no time within any property of the district, school, or off premises but engaged in activities connected to the educational efforts of the district or school, is any student to violate the provisions of the Acceptable Use Policy of the Board.

Consequences of network use violations include but are not limited to:

1. Suspension or revocation of network privileges;
 - a. First offense
 - i. Counseling with teacher and parent
 - ii. Three day loss of network privilege
 - b. Second offense
 - i. Counseling with teacher, parent, and site leadership
 - ii. Loss of network privileges for balance of school year
2. Suspension or revocation of computer access;
3. School suspension or expulsion;
4. Legal action and prosecution by the authorities.

IV. Legal Issues

- **Copyright/Trademark** - According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the network as long as you do so only for scholarly purposes.
- **Plagiarism** - Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism.

The Law – Students are advised that they are subject to all federal, state, and local laws if they access the computer network for inappropriate or illegal purposes. (See section III of this **policy** for inappropriate network usage violations).

V. Recourses

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

Consent and Waiver

My parents and I have read the Orleans Parish School Board's Acceptable Use Policy. **By signing the Acceptable Use Policy Consent and Waiver Form, I agree to abide by the rules stated in this policy. I understand that the use of the Internet or network is a privilege and if found in violation of any of the rules stated in this policy, regardless of whether the device I use is owned by the district, the school, or is my personal property, I will be subject to any of the

disciplinary actions listed in Section III of this policy. I understand that the Orleans Parish School Board will, to the fullest extent, try to block or filter harmful information from being accessed over the network, but is not responsible for any inappropriate content accessed while using the network.

****These regulations are a part of the STUDENT/PARENT COMPACT to be signed by you and your parent or guardian and returned to your homeroom teacher. By signing that compact, you agree to abide by the rules stated in this policy.**

Student Code of Conduct use of Live@EDU

*The purpose for your use of Microsoft Live@EDU is for education. **Your signature on this agreement states that you will not use Microsoft Live@EDU for personal emails and/or social networking. Your signature here additionally states that you will be polite and respectful of other students, and respect your and other students' privacy and security when using Microsoft Live@EDU.*

1. **Personal Responsibility:** I will accept personal responsibility for reporting any misuse of Microsoft Live@EDU to my teacher or other authority at my school.
2. **Acceptable Use:** The use of my assigned account will be in support of education and research and will support the educational goals and objectives of the Orleans Parish School Board. I am personally responsible for this provision at all times when using Microsoft Live@EDU. In addition, I will abide by the following:
 - I will not use Microsoft Live@EDU to post any web pages for commercial activities, product advertisement, or political advocacy.
 - I will not use Microsoft Live@EDU to post any obscene, discriminatory or offensive material. All material posted will be in keeping with school assignments.
 - I understand that school administration has the right to monitor all postings including emails.
3. **Privileges:** I understand that the use of Microsoft Live@EDU is a privilege, not a right, and that inappropriate use will result in a cancellation of those privileges and possible disciplinary action in accordance with school policy. The system administrator(s) may close an account at any time deemed necessary.
4. **Network Etiquette and Privacy:** I understand and will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- BEING POLITE: Never sending or encouraging others to send abusive messages.
- USING APPROPRIATE LANGUAGE: I understand that I am a representative of our school and district on the Internet and will use polite and appropriate language.
- PRIVACY: I will not reveal my home address, personal phone number, and/or personally identifiable information, or the addresses, phone numbers, and/or personally identifiable information of other students. While using Internet services through Microsoft Live@EDU, I will not reveal my e-mail address or the e-mail address of others.
- ELECTRONIC MAIL: Inappropriate language or harassment will result in loss of system privileges and/or other disciplinary measures. By signing this agreement, I affirm the following:
 - a) I understand that e-mail sent via Microsoft Live@EDU must be school related and must abide by the guidelines outlined here. I will immediately report any threatening, obscene, or harassing e-mail to my teacher(s) or other school authority.
 - b) I understand that I will **not** share my Microsoft Live@EDU password with others and that I am responsible for all e-mail sent through my account.
 - c) I understand that e-mail sent through this account may be scanned for content violating the terms of this agreement and that suspect e-mail may be reviewed by school administration.
 - d) I understand that use of this account **does not** come with any reasonable expectation of privacy and as such is not a vehicle for conducting personal business.

5. **Vandalism**: Any attempt to harm or destroy data of another user or student will result in the loss of computer services and disciplinary action.

According to the code of conduct for LIVE@edu students must adhere to the following when logging in to their LIVE@EDU accounts.

Students may use:

Calendar

Check your schedule, share calendars with others, and get reminders when you need them.

Contacts

Manage your Hotmail contacts and your Messenger friends, all in one place.

Office

Office Web Apps on SkyDrive let you view, edit and share Word, Excel, PowerPoint and OneNote documents from virtually anywhere – all for free!

SkyDrive

Save the files you need online where you and the people you choose can access them from a computer or mobile phone.

Groups

Bring your team, club, or other group together with a webpage, calendar, personalized e-mail address, and more.

Mobile

Stay in sync anywhere, with Windows Live on your mobile phone. (*cell phones only to be used before and after school as per school policy)

Photos

Post your favorite photos and videos online and create beautiful slide shows you can share with the people you choose.

Office

Office Web Apps on SkyDrive let you view, edit and share Word, Excel, PowerPoint and OneNote documents from virtually anywhere – all for free!

Students may NOT use:**Spaces**

Express yourself with your own customized webpage—add a blog, photos, videos, and more.

Home

Get a quick view of your world—e-mail, invitations, and what's going on with your social networks.

****These regulations are a part of the STUDENT/PARENT COMPACT to be signed by you and your parent or guardian and returned to your homeroom teacher. By signing that compact, you agree to abide by the rules stated in this policy.**

Benjamin Franklin Computer Use Regulations

The use of Ben Franklin High School's computers is a privilege. The following are the rules for computer use:

1. **Students should use a computer only if a faculty/staff member is present and has given permission for that student to use it.** Students should not use computers if a substitute is in charge of the class unless a computer assignment is given for that class period.
2. Food, drink or food and drink containers should not be brought near any computers.
3. No one should add or delete programs or change anything in the computer's system (settings, screen savers, background, etc.)
4. Students must inform teachers immediately if any configurations have been changed on a computer they are using, or they will be held responsible for the changes.
5. **When a student leaves the computer the student must log off.** At no time may a student use another student's login information.
6. No student files may be saved on the computer hard drive. Files should be saved on the student's personal flash drive.
7. Students may not use school computers to send or receive email from personal email accounts. Students are provided with a school email account which should be used for school related activities.
8. Students may use school computers only for assigned tasks and may use only those programs assigned by a teacher.
9. If a student has a problem with a computer, he/she must notify the teacher immediately. The student should not try to fix the problem.
10. Computers are not to be used for personal entertainment (games, music CD's, etc.)
11. Students will abide by the regulations set forth in the New Orleans Public School System's Acceptable Use Policy.

In addition, the following regulations apply to use of the computer labs:

1. Students may not use the lab during regular class time unless a teacher brings an entire class to the lab.
2. Students must wear their current Benjamin Franklin ID and be in dress code to be admitted to the lab.
3. Book bags must be left outside the lab door in Rm. 136 or in the front of the lab in Rm. 213.
4. If a program being used has sound, students should use headphones.
5. **Students may use the lab only for assignments given by teachers. Students may not use the lab simply to "surf the net", listen to music or play games.**

Any student who displays behavior deemed inappropriate by a teacher or commits an infraction of these rules may lose computer privileges. If the student who commits the infraction is in a computer class, he/she may be removed from that class. Students who have lost computer privileges will be

responsible for completing all assignments on their own (without the use of the school's computers). A list of students who have lost computer privileges will be made available to all faculty/staff.

**PLEASE NOTE: BE SAFE! BE RESPONSIBLE! ASK IF YOU
ARE NOT SURE!**

**These regulations are a part of the STUDENT/PARENT
COMPACT to be signed by you and your parent or guardian
and returned to your homeroom teacher.**

Co-Curricular Activities

Clubs and Service Organizations: Note: All clubs must be approved each year by the Principal

Academic Games	Invisible Children Club
Art Club	Key Club
Asian Pacific Club	Mock Trial
Black Culture Club	Mu Alpha Theta
Close-Up (trip to Wash, D.C.)	National Honor Society
Culinary Club	National Junior Classical League
Drama Club	Peer Assistance Team
French Club	Photography Club
Gay Straight Alliance	Poetry Club
German Club	<u>Riverbend Review</u> (literary magazine)*
Green Society	Science Olympiad
Hebrew Culture Club	Speech & Debate*
Hi-Y/Tri-Hi-Y	Young Democrats
Hispanic Culture Club	Young Republicans
Iota Sigma	

* These are also associated with a class, but students not in the class are regularly involved.

Athletics

Interscholastic Teams:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Soccer	Softball
Volleyball	Basketball	Baseball
Swimming	Golf	Tennis
Cross Country		Track
		Golf

Eligibility Requirements for all Athletic and other Extracurricular Activities

All financial obligations to the school must be cleared before a student is allowed to participate in any athletic or extra-curricular activities.

We encourage full participation in extracurricular and co-curricular activities for all students. **A student must maintain a 2.0 retention average with no grades of "F" in order to participate in extracurricular activities. He/She must also maintain a satisfactory disciplinary and attendance record.**

These eligibility regulations apply to athletics; academic competitions; exhibitions of literary, performance or graphic arts; clubs and special interest

organizations. Also included are participation in field trips and special travel, holding class office, running for election to any other post, representing the school in any way or working in support of any co-curricular activity outside class periods.

These requirements apply to all school-related activities that occur outside class time that are not a part of a grade in a Franklin course. For example: participation in the winter instrumental concerts is a part of the student's grade in the course. Therefore, eligibility requirements do not apply.

NOTE: A STUDENT MUST BE PHYSICALLY PRESENT FOR THE ENTIRE SCHOOL DAY INCLUDING HOMEROOM OR BRING A DOCTOR'S NOTE IN ORDER TO PARTICIPATE IN ANY CO-CURRICULAR OR EXTRACURRICULAR ACTIVITY THAT DAY.

A STUDENT MUST BE PHYSICALLY PRESENT THE ENTIRE SCHOOL DAY INCLUDING HOMEROOM BEFORE A WEEKEND ACTIVITY OR BRING A DOCTOR'S NOTE JUSTIFYING THE ABSENCE IN ORDER TO PARTICIPATE.

A STUDENT MUST BE PHYSICALLY PRESENT FOR THE ENTIRE SCHOOL DAY INCLUDING HOMEROOM BEFORE A SPECIAL TRAVEL FIELD TRIP OR HAVE A DOCTOR'S NOTE JUSTIFYING AN ABSENCE IN ORDER TO PARTICIPATE IN THE FIELD TRIP.

A. Computation of Retention Averages For Eligibility:

Grades used to compute retention averages for eligibility to participate will be the **interim progress grades and the semester report card grades**. All students will be eligible for the first quarter. All coaches and sponsors have the right to refuse eligibility to any student for cause. Please see the activities/athletics handbook for details.

Grades used to compute retention averages that determine eligibility will be those regular grades described in the retention section of this handbook.

NOTE: Seniors who have below a 2.0 unweighted academic average or an "F" at any of the interim **progress or report card periods** will be **ineligible** according to the same criteria as 9th through 11th graders.

A student can regain eligibility only at the next interim progress report or semester grading period.

B. Responsibility for Declaring a Student Ineligible

It is the responsibility of the coach/sponsor of any activity to determine that students are eligible for the activity before he/she allows the student to participate. If a student loses eligibility during an activity that has already

begun, it is this adult's responsibility to communicate the change in eligibility status to the parent.

The retention average eligibility criteria is a minimum. Any sponsor may set a higher academic eligibility level for any activity or may refuse eligibility to any student for academic or disciplinary reasons.

Additional Requirements for Interscholastic Athletics

1. Students must meet all L.H.S.A.A. eligibility requirements.
2. Students must have on file with the Athletic Director of the school a current physical (per L.H.S.A.A. regulation). Forms are available in the school office and on-line at the L.H.S.A.A. website. Physicals must be completed before school begins in August. There will be no group physicals conducted during the school day. The physical forms must be returned to the Athletic Director, not to the individual coaches.
3. Students must furnish the Athletic Director with a copy of the birth certificate.
4. Students must furnish the coach with a signed parental consent slip.
5. Students must pay a participation fee determined by the administration at the beginning of each school year.

NOTE: Participation fees are non-refundable and must be paid by a pre-determined date for each sport. The payment of these fees does not insure a student's participation in practices or games. (See the activities/athletic handbook for details.)

C. Travel Requiring Payment

For activities involving trips for which students pay money, teachers must follow a process that involves (1) approval of the trip by the principal; (2) preliminary parent and teacher permission; (3) contract between the parent and the trip sponsor; (4) initial deposit; (5) interim payments; (6) final payment; and (7) departure. A student must maintain a retention average of at least 2.0 throughout every stage of the process or be declared ineligible to go on the trip.

Even when the student loses academic eligibility between the final payment and departure, the student may not travel and must cancel the trip.

Parents and students should read and understand cancellation and refund policies of the company that organizes the trip or tour. Trip sponsors should make sure to specify that policy before the first deposit is collected. Cancellation usually results in the forfeiture of some or all of the money and is the responsibility of the family of the student and never the school. Parents are encouraged to consider some sort of trip cancellation insurance to cover such contingencies.

The cost of field trips must be covered by the participating students.

School Operations

Student Responsibility: Students are expected to be self-disciplined. We seek to have everyone operate under the idea that they want to be treated with respect and that they will treat others with that same respect.

Please call upon counselors, the social worker, teachers, staff and administrators to help solve any personal problems that may arise. This is not a place for bullying or taking matters into your own hands. We do not allow anyone to use force or the threat of force to get his/her own way.

Everyone is expected to be on time every day to every class or study hall, prepared for the work of the day and in possession of everything needed to work in that setting.

Please consider the following operating procedures to be guidelines and benchmarks, suggestions for how to maintain the standard described above. This is not an exhaustive list, but can assist you in managing your activities at school.

All Benjamin Franklin High School Students will follow the rules regarding school discipline and student dress. The complete set of these rules is published in this handbook.

Franklin's Hours

All students should be in their homeroom at or before 8:05 a.m. **Students are tardy after 8:05 a.m.** Announcements are made at 8:05 a.m. The school day begins with homeroom at 8:05 a.m. and ends at 3:24 p.m. Homeroom is an important part of the school day, during which students receive vital information during announcements and from their homeroom teachers.

The school cafeteria is available for students at 6:30 a.m. and a security guard is on the grounds beginning at that time.

School doors will be unlocked at 7:30 a.m. so that students may go to their lockers. Students who are in the building before homeroom must be in a classroom with a teacher or in the cafeteria.

Unless directly supervised by a faculty member in a school-related activity, all students must leave the building immediately after dismissal. For the safety of our students, **NO STUDENT MAY REMAIN UNSUPERVISED IN THE BUILDING OR ON SCHOOL PROPERTY.**

Attendance

According to state regulations, a student is in attendance for a full day if he/she is in school or at a school activity for 51% - 100% of the day and is present for a half day if he/she is in attendance for 26% - 50% of the day.

This means that, for state reporting purposes, a student must be present for at least 3 periods to be considered present for the whole day. A student who is present for 2 periods is considered present for a half-day only. A student who is present for 1 period or less is considered absent for the whole day.

In order to participate in extra-curricular activities, a student must be physically present in school for the entire day, including homeroom.

Regular and punctual attendance is a key factor in academic success. Absences cause a loss of continuity in the daily learning process in two major ways:

1. It is impossible to recreate the learning activities that go on in a classroom on a particular day. Although a student can usually complete individual assignments at a later date, the student misses the primary learning activities of that day's class.
- 1) Absences from school can often become overwhelming to a student who must attempt to make up missed work and keep up with current work at the same time.

The State of Louisiana has recognized the importance of regular, punctual attendance. A minimum of 7,965 minutes per year (3,983 minutes per semester) of instructional time must be met for one Carnegie unit to be earned in a school that has a block schedule. **BESE regulations state "In order to be eligible to receive Carnegie credit for a course, students must be present 94% of the required time." This translates to 3,744 minutes or 40 days per class per semester. Because of our rotating schedule each class meets 44 days per semester. THIS MEANS THAT A STUDENT WHO MISSES A CLASS MORE THAN FOUR TIMES IN ONE SEMESTER FOR ALLOWABLE REASONS (EXCUSED ABSENCES) HAS MISSED MORE THAN THE ALLOWABLE TIME AND WILL BE REQUIRED TO MAKE UP TIME MISSED.**

If students have absences that cause them to be in attendance fewer than the required days, the actual time missed must be made up before a student becomes eligible to receive grades and credit.

Types of Absences (According to LA Bulletin 741)

- I. Excused absences are absences of two or fewer consecutive school days incurred due to personal illness or serious illness in the family, In the event that the number of these absences exceeds the allowable number, students **will be required to make up the time missed.** At

Franklin, this time must be made up outside of class time with the teacher(s) of the class(es) missed or after school with another teacher.

- II. Absences that allow a student to make up the work missed but do not require that time be made up:

Note: Only the Social Worker can specify that these absences need not be counted. They are not automatically discounted. You must verify the absence with the Social Worker.

- A. extended personal physical or emotional illness in which a student is absent for three or more consecutive school days **as verified by a physician or nurse practitioner licensed in the state;**
- B. extended hospital stay in which a student is absent for three or more consecutive school days **as verified by a physician or dentist.**
- C. extended recuperation from an accident in which a student is absent for three or more consecutive school days **as verified by a physician, dentist, or nurse practitioner licensed in the state;**
- D. extended contagious disease within a family in which a student is absent for three or more consecutive school days **as verified by a physician or dentist licensed in the state; or**
- E. observance of special and recognized holidays of the student's own faith.
- F. The only other exception to the attendance regulations shall be absences that are verified by the principal or his/her designee as stated below:
 - 1. prior school system approved travel for education;
 - 2. death in the family (not to exceed one week); or
 - 3. natural catastrophe and/or disaster.
- G. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the local school system.

Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course. **Students shall not be excused**

from school to work on any job, even in their own homes or for their own parents or tutors.

- III. Absences that **DO NOT** allow a student to make up the work missed and that **always count** toward the total number of semester absences:
- A. **TRUANCY:** cutting or skipping school or a class. Students will receive failing grades for the work missed and will not be given an opportunity to make up work.
 - B. **SUSPENSION:** classes missed while suspended from school for any reason. Students will receive failing grades for the work missed and will not be given an opportunity to make up work.
 - C. **SOCIAL REASONS:** such as family trips and vacations, visits to/from relatives, “cut day” or other social reasons whether or not the absence is planned in advance.

We will send home notification after three absences in any course in one semester. This notification will state the number of absences our records show and give the parent a reminder of the rules for excessive absence as defined by the state. After 5 absences, a letter will be sent with a form for the student to use to verify time and work have been made up.

Absence reporting procedures for an absence that will allow your child to make up his/her work – a Type I or II absence:

1. **When a student is absent, a parent should notify the main office (286-2600) by telephone between 7:30 and 8:30 a.m.** Please call during each day of the absence, unless you have made it clear in a previous call that the student will not return for a longer period.
2. When a teacher reports a student as absent, and we do not hear from home, we will attempt to call parents at home or at work on each day of a student's absence.
3. **If no contact is made with the parent, the absence will remain UNEXCUSED until such contact is made. Students who have 5 unexcused absences in any month must be flagged as truant in the school database.**
4. On the day the student returns following the absence, the student must bring a formal absence letter and present it to the main office by 8:00 a.m.

Note: All absences must be verified in writing. All verifications must be presented to the office on the day the student returns to Franklin. Otherwise the absence will not be counted as excused but be consigned to unexcused, meaning that the student cannot make up the work missed. Students who fail to bring absence verification upon returning to school will be assigned an administrative detention.

New state policy requires a doctor's note in addition to the absence letter for a student who is returning after any contagious illness or after a student has been absent for three or more consecutive days due to illness.

The absent letter, on a full sheet of 8 1/2 by 11 inch paper, should be as follows:

Formal Absence Letter:

Date	Student Name and Grade
Benjamin Franklin High School	Student Address
2001 Leon C. Simon Drive	City, State, Zip
New Orleans, Louisiana 70122	

To Whom It May Concern:

Please [excuse/allow] me/my [Insert here whether this letter deals with **for my absence, tardiness, early dismissal, or planned absence**] on [Date(s)].

I [was or intend to be] [absent or tardy] for the following reason(s): [Give reason(s)]

Sincerely,

Student Signature

Approved: Parent Signature

NOTE: Students should adapt this same procedure and letter for: **(1) tardiness; (2) early dismissal; and (3) planned absence** by changing the word "absence" to the phrase appropriate to each situation.

5. After the absence (tardiness or early dismissal) letter is reviewed in the office, the student will bring the letter to his/her homeroom teacher for a signature. The student must return the signed letter to the office before going to his/her first class.
6. For early dismissal, if a student is signing herself/himself out, and is leaving school without a parent/guardian picking him/her up, we will call the parent/guardian for confirmation of the arrangement.

Note: Franklin will excuse late arrival or tardiness only when the student has **(1) arranged for it in advance and/or (2) with a doctor's note on the day of the lateness, presented upon the student's arrival at school.**

Procedures for Planned Absences

We strongly discourage non-emergency absences. In some few special cases, the school may grant permission based upon the student's academic and attendance record as well as upon the reason for the absence.

NOTE: Students should be very careful to maintain an excellent attendance record if they anticipate a planned absence during the year. When a planned absence means that a student will exceed the allowable number of absences for a class, the excusal will not be granted.

Parents should give careful thought and consideration to any request for a student to miss school. We rely on parents to make sure that students avoid unnecessary absences. We request that parents plan their personal family schedules to coincide with the school calendar, in particular, using school holidays (1 week at Thanksgiving, 2 weeks at Winter Break, 1 week at Mardi Gras, 6 days at Spring Break.) PLEASE REFER TO STATE LAW, III C ABSENCES THAT DO NOT ALLOW A STUDENT TO MAKE UP WORK. The ultimate goal is to ensure each student the best opportunity for academic success. State directives require that we flag a student as truant if there are 5 unexcused absences in a month.

Process:

NOTE: We require a written request from parents in order for us to consider allowing a planned absence, field trip, or school performance. This is true no matter the reason for the absence.

When Franklin teachers plan a field trip, students receive a form to be taken home and signed. This form substitutes for the parent letter.

1. The parent should send a formal Absence Letter to the office **no later than one week before the absence date.**

Note: The request must come from the parent, not from a teacher or principal at another school, and not from your religious counselor.

2. The principal will grant or deny permission for the absence and will contact the parent. Please note that this process may take some time to complete, hence the need for the earliest possible request.

Allowable Early Dismissals and Late Arrivals

A student may receive permission to leave school early or to arrive late, but only under the following procedure:

The student must bring a letter from her/his parents requesting excusal for the tardiness or the early dismissal and present the letter to the office upon arriving at school.

NOTE: The principal will not let a student leave the school premises alone without both written request from the parent or guardian and telephone confirmation.

For unanticipated events

1. In an **emergency** situation, the parent or other authorized person **on the student's emergency form** must come to the school and check the student in or out.
2. In an emergency, such as an illness, we will **not** allow students to check themselves out simply with a phone call from the parent. Students may check themselves out only by using the procedures in #1, above. If we do not have written verification of the arrangement for our files, we **cannot** dismiss a student.
3. **Before** being dismissed, the student (if able) must obtain signatures from the teachers whose classes he or she will be missing. If you follow the process of a written notice delivered in the morning, the student can accomplish this prior to the time of leaving. If you follow the second, emergency procedure, the student will have to complete this process after the parent arrives. **If this is unavoidable, a parent's phone call prior to the pick-up time will be helpful.**
4. **At no time should a student call a parent from a cell phone to ask to be checked out. If a student feels ill during the day, he/she must come to the main office and ask to call home.**

Tardiness Procedures

Tardiness: Tardiness is the act of arriving late to your assigned place. Repeated tardiness disrupts a smooth and organized start to the day or class, thereby damaging the learning level of everyone in the class, not just of the offending student.

Note: The only tardiness that can be excused are those due to medical reasons or court appointments, in which case, documentation must be provided upon returning to school.

At the beginning of the day

- 1) Any tardy student who can reach homeroom prior to 8:13 a.m. should do so. Homeroom teachers will record the tardiness.
- 2) **Any student who cannot reach homeroom by 8:13 must report to the office, where he/she will be issued a tardy slip. Students should proceed immediately to the current class but must obtain the signatures of their homeroom teacher and all other teachers affected**

by the tardiness before they return the slip to the office by the end of the day.

3) Disciplinary procedures for unexcused tardiness to school during one quarter)

- a) Tardy up to four times--consequences at the discretion of the teacher.
- b) Tardy the fifth time--official one hour administrative detention with written notice to the student at least one day before the detention. The student is to inform the parent.
- c) Tardy the sixth time—Parent conference and one hour detention.
- d) Tardy the seventh time – Parent Conference and two hour detention.
- e) **Tardy the eighth time – in school suspension**
- f) **Additional tardiness may result in out-of-school suspensions**

Please note: If a student has 5 unexcused tardies in one month, we are obligated by the state to flag that student as truant in the school data base.

Tardiness to classes during the day

- 1. Teachers should not allow students to be tardy to any class. All class tardiness must be recorded in the teacher's roll book and in PowerSchool.
- 2. Each classroom teacher handles tardiness to classes (e.g. parent conference, teacher detentions.)
- 3. If, after teacher intervention, a student continues to be tardy to class regularly, a teacher should refer him/her to the Assistant Principal for disciplinary action.

Passes To and From Classes

We expect all students to be present and on time to every class and study hall every day. If a student must leave a class for a brief period of time, the teacher will give the student the **red hall pass**. Only one student at a time may leave a class.

To see a teacher during study hall: (1) Get a signed pass from the teacher you wish to visit before homeroom or at lunch. (2) Fill out and show the pass to your study hall teacher at the beginning of the period and then proceed to your destination. (3) **Return the signed pass to your study hall teacher before the end of that period.**

To Visit the Library: A student wishing to visit the library during a study hall must: (1) sign up at the library **before** school and receive a pass; (2) show the pass to your study hall teacher at the beginning of the period and then proceed to the library; (3) sign in to the library and (4) **return the signed pass to your study hall teacher by the end of that period.**

To Visit Counselors or the Social Worker: (1) Get a pass from the person you wish to visit **before homeroom or lunch**; (2) show the pass to your study

hall teacher at the beginning of the period and then proceed to your destination; and (3) **return the signed pass to your study hall teacher by the end of that period.**

To Visit the College Room or to meet with a College Representative:

1. Pick up the appropriate pass from the counselors' office – 219B **before homeroom or lunch.**
2. Have the classroom teacher whose class you are leaving sign the pass.
3. Present the pass to the counselors' secretary and sign in indicating the time you arrive.
4. Upon leaving, indicate the time on the sign-in sheet and retrieve your pass from the counselors' secretary. The secretary will sign and note the time on the pass.
5. **Return the signed pass to the teacher whose class you missed before the end of the period.**

NOTE: STUDENTS MAY NOT GET A PASS FROM A SUBSTITUTE TEACHER. IF THE REGULAR TEACHER IS NOT PRESENT, THE STUDENTS ARE TO REMAIN IN THE CLASSROOM.

AT NO TIME MAY A STUDENT BE IN THE COMPUTER LAB UNLESS THE TEACHER ACCOMPANIES THE ENTIRE CLASS TO THE LAB. TEACHERS MAY NOT GIVE PASSES TO THE COMPUTER LAB OR TO THE COMPUTER SCIENCE CLASSROOM.

Cutting a Class or Study Hall: We regard cutting as a serious offense and we will deal with it seriously. We will assign you to an extended detention at the first occurrence. Anyone who leaves campus without proper permission will receive an in-school suspension. Repeated violation of either regulation will result in the student receiving an out-of-school suspension. Before you cut any class or study hall for any reason, please consider whether your request to be elsewhere might indeed be legitimate. **Before you cause yourself unnecessary grief, follow the regulations for obtaining a pass listed above or ask a teacher, counselor, social worker, or administrator for their advice.**

School Safety and Security

SCHOOL PICTURE IDENTIFICATION BADGES

All students and employees at Benjamin Franklin must wear their ID badges on a lanyard around their necks at all times. This is the primary way we have of identifying unauthorized persons on campus.

Anyone who forgets his/her ID badge must report to the office before going to homeroom and pay \$10.00 for a replacement badge. Students who have no money must pay the IOU before homeroom the following day. **Students risk disciplinary action if they do not wear the ID at all times while at school.**

ITEMS YOU MAY NOT BRING TO SCHOOL

In addition to those items specified in the school discipline code, pagers, iPods or similar items, radios, tape and disc players and other listening or viewing devices with or without headphones may not be brought to school. **These will be confiscated and the student will be given a detention. The item will be returned only to the parent or guardian at the end of the school year.**

If cell phones are brought to school, they may not be turned on or visible at any time during school hours (including in the courtyard). Before or after school hours, students may use cell phones in the courtyard. Cell phones cannot be used at any time in the school building. Cell phones will be confiscated and the student will be given a detention if these rules are not followed. Confiscated cell phones will be returned only to a parent/guardian and only after the student has received notification of the assigned detention.

Card playing or any other form of chance game is specifically forbidden, so decks of cards must not be brought to school.

Special Information for Parents

Maintaining Current Student Addresses, Phone Numbers, and Emergency Information:

The smooth operation of Franklin helps to maintain a healthy, safe, and productive learning environment for our students and staff. To maintain this environment, each student/parent must help us keep our records up to date.

1. We need a parent phone number at home and at work, as well as a current mailing address. Cell phone and pager numbers are also useful in helping us notify a parent in an emergency. When there is a change in any of these, please send that change in writing immediately to the CSA or data

manager. If the student lives part-time with each of two parents, we need a schedule for his/her living arrangements.

2. **Without prior arrangements we will only release students to legal guardians and to those persons listed on the emergency form. Keep this information current. This is for your child's safety.**
3. If a parent is to be out of town, please send us written notice in advance of leaving. We need to know (a) where the student will be staying including daytime and evening phone numbers and an address; (b) the name of the person responsible for the student in the parent's absence; and (c) a phone number and address where the parent may be reached in case of emergency.

Personal Messages: It is Franklin's policy not to interrupt classes except in the case of a genuine emergency. Messages will be recorded in the office. We will make an announcement at lunch or at the end of the day for students to pick up those messages. We cannot guarantee that your child will get your message.

Dropping Off and Picking Up Students:

The beginning and the end of the day offer the most dangerous situations at Franklin, especially when cars stop so as to impede the flow of traffic. Please observe the following regulations:

1. Drop off students in one of only three places:
 - a. in the parking lane along Leon C. Simon. (**You must remain in your car, parking is illegal there**);
 - b. in the parking lot in front of the school; or
 - c. in the second faculty parking lot along St. Anthony. **Note that you should enter the parking lot through the second entrance and exit through the third.**
2. Pick up students in one of only two places:
 - a. in the parking lane along Leon C. Simon; or
 - b. in the far end of the parking lot along St. Anthony.
3. There is no parking allowed in the bus drive along the east side of the school.

Parents and Others - Visiting the school during the school day:

Parking: When you visit the school as a volunteer or long-term visitor, please obtain a permit from the school secretary to display in your back window. Then you may use the side lot near the gymnasium. When you come to school to pick up your parking permit, for example, you may park in an unmarked space in the parking lot in the front of the building or in the faculty lot for up to thirty minutes. **Please note that the curb next to the building is a No Parking Fire Lane.**

Visitor's Pass: Anyone visiting Franklin during the school day should register in the main office and receive a visitor's pass or badge. This will clearly identify you as a visitor to Franklin and not a trespasser.

STUDENTS MAY NOT BRING VISITORS TO SCHOOL

We **never** allow students to bring visitors to spend the day with them. Please do not embarrass yourself and your guests by bringing them to the office for permission to visit. If you think you have a special case, be sure to ask well in advance or you run the risk of being required to have your guest picked up or having him/her sit in the office throughout the day.

We do not allow students to invite guests for the lunch hour or any other period of the school day. All outsiders on campus who do not wear a visitor's badge will be reported to Security immediately.

Work Permits

Work permits can no longer be obtained from the school. Please see the counselors' secretary for information concerning how to obtain a work permit.

Trespassers

Be aware of any people whom you do not recognize as being students, faculty, or staff at Franklin. Report their presence to the nearest staff member. Legitimate visitors will be wearing a visitor's identification badge and all regular students and staff will be wearing their ID badges. Wear your school ID at all times.

Be aware of your surroundings coming from and going to your cars. Cars parked on the street and in our parking lots are vulnerable to theft. These are not good locations to leave a car with an expensive stereo, car phone, or other personal items in it. Take similar precautions to those you would use in any urban environment. Thieves know that there are cars parked unattended on and near the UNO campus for long periods of time. Don't make it easy for them to appropriate your property. Do not leave valuables out in plain sight in the vehicle.

If you do discover a theft or damage to your car or you discover any missing property, please report it promptly to the office. Minutes count! We will take immediate, appropriate action. The student must file a security report in the office immediately. We will report all violations of law to the police.

Parking Permits

Benjamin Franklin will issue Student Parking Permits to students who show: a valid driver's license, vehicle registration and proof of insurance, and pay the \$5.00 per vehicle application fee.

Students may obtain parking permits in the main office. Parking is on a “first-come, first-served” basis each day. A student parking permit does not guarantee you a parking space on any particular day.

Student Parking Regulations

1. All student cars parked in the student lot must have a current **Benjamin Franklin Student Parking Tag** clearly displayed in the **lower left part of the rear window on the driver's side. Only that tag location is valid.**
2. UNO police require that you park your vehicle **headed** into a marked space. Do **not** back into the space.
3. Do not use any other lot for student parking. UNO lots are for UNO students and you risk being ticketed there; parking in the lot in the front of the building is for short-term (up to thirty minutes) visitors; and all of the side lot is for faculty and staff. **You risk losing your parking privileges and incurring other school penalties for parking in these locations.**
4. Cars are off limits to all students during the school day except for students attending off-campus courses.
2. Failure to follow these guidelines may result in loss of student parking privileges, other school penalties, and/or a costly ticket issued by the UNO Campus Police. We will regard the subsequent fine as a financial obligation to Ben Franklin.

Students without Parking Permits

Any student without a current Franklin Parking Permit properly displayed in his/her vehicle will have to park off campus in the neighborhood. Please avoid parking in front of homes in the area. Do not congregate in the neighborhood before or after school.

Lunchtime Rules

No student is allowed to leave campus during lunchtime. **Students may not go to the parking lot during lunchtime.** We expect that all students will cooperate in maintaining a clean building during and after the lunch hour. Discard **all** trash properly and return **all** lunch trays to the cafeteria prior to the end of the lunch hour. Eat your lunch on campus in the cafeteria or in the courtyard. Students may only eat in classrooms **when a club is meeting in that room and only if the teacher is present.** Students may not eat in front of the building, in the foyer, in corridors, in stairwells, in the auditorium or in the gymnasium.

There is to be no eating or drinking in any classroom during classes or study halls. Students may not go to the snack machines during or between classes.

Smoking

City and State laws forbid students smoking anywhere on campus or at school-sponsored events. Students caught smoking **or with cigarettes or any other tobacco product** will be suspended.

Lost and Found

Students are encouraged to keep backpacks and purses with them at all times and keep lockers closed and locked. (This will help discourage theft.) Make certain to label your calculators and other materials. Please bring all articles found on campus to the main office.

Medication Policy

Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by the physician for an urgent need (i.e., asthma inhaler) and after consultation between the parent or legal guardian and the school nurse. If possible, the parent or legal guardian is advised to give medication to the student at home and on a schedule other than school hours. If any medication (prescription or non-prescription) must be administered at school, the following procedures must be followed:

1. The initial supply of medication must be delivered to the school nurse by the parent or guardian.
2. All medication (prescription and non-prescription), **MUST** be accompanied by a physician's medication order on the State of Louisiana Medication Order Form. Please ask your pharmacist to provide separate bottles for school and home use.
3. A Parental/Legal Guardian's Request and Authorization for Medication in Louisiana Public School Systems Form will be signed by a parent or legal guardian.
4. The forms and the medication will be reviewed by the school nurse. The student will be assessed by the school nurse.
5. The parent or guardian will provide no more than a 20-school day supply of medication to be kept at school. There is no means to store medication in refrigerators.
6. The parent or guardian will administer the first dose of medication at home and observe the student for possible side effects.
7. The State of Louisiana Medication Order Form is to be renewed at the beginning of each school year and if the medication, dosage, route of administration or time of administration is changed during the school year.

8. Medication will be destroyed if not picked up at the end of the school year or when the medication orders are discontinued.

Parents can obtain and print the medications forms that are available on the Ben Franklin web site.
Contact the school nurse for more information at (504) 359-7946.

What do I do when I become ill at school?

- Notify the adult supervising you when you become ill. (Example: teacher, coach)
- If you are not in a classroom, go to the main office to report your illness.
- DO NOT CALL A PARENT/GUARDIAN FROM ANY PHONE OTHER THAN THE PHONES IN THE MAIN OFFICE OR NURSE'S OFFICE.

What do I do when I have an accident or injury at school?

- Notify the adult supervising you at the time of injury. (Example: coach, teacher, adult on duty during lunch time, etc.)
- The adult will notify the main office, complete an Injury Report and send it to the main office. The Injury Report forms are available on line and in the main office.
- The School Nurse will do an assessment and follow up of the injury.

Complaints and Appeals Policy

The Board of Directors expects that all complaints will be handled in a serious manner. The following policy has been established to respond to any such complaints:

Complaints regarding Benjamin Franklin High School should be made directly to the site Assistant Principal. The Assistant Principal will determine the urgency of the matter and will respond accordingly. However, the Assistant Principal must attempt to resolve the complaint within five school days.

If, however the complaint is against the Assistant Principal, the concern should be placed in writing and sent to the Principal/CEO.

If the matter is not handled satisfactorily by the Assistant Principal, then the complaint should be put in writing and sent to the Principal/CEO. The Principal/CEO will meet with the aggrieved party within 10 school days of receiving the complaint. A response from the Principal/CEO will be placed in writing within 72 hours after the meeting. An unsatisfactory response from the Principal/CEO can be appealed to the Board of Directors.

Such an appeal must be made to the Board President within 5 days following the response from the Principal/CEO. The board will act on the matter at its next board meeting, provided that the meeting is at least ten days away. If the board is meeting sooner, the matter will be taken up at the later board meeting. The Board President, however, has the discretion to bring the matter to full board sooner if he/she concludes that the matter is urgent.

All correspondence should be sent to the school's address and addressed to the person from whom a response is requested.

Only in rare cases, will the individual be allowed to present the matter in person to the full board.

Discipline and Dress Code Policy

This section of the Student Handbook contains the principles which guide the discipline and dress code regulations and the student responsibilities regarding these. We expect each student and parent to enter into a contract with BFHS each year regarding these principles and regulations.

Student Code of Conduct:

Franklin endorses this list of unacceptable behaviors and their accompanying disciplinary actions. They range all the way from "Use of profane or obscene language to another student"--calling for a parental conference, detention, or other referral; to more serious behaviors for which we will move to expel a student. You and your parents should familiarize yourselves with this set of regulations:

The Administration of Benjamin Franklin High School views both out of school suspension and expulsion as a *last resort* in dealing with disruptive students. We will employ all means short of denying school attendance to assist disruptive students to behave appropriately in school.

We will exert every possible effort to make sure that students do not miss class time for disciplinary reasons, hence the five levels of detention/suspension, as listed on page 44.

Discipline Board

The Discipline Board may be used by the administration to assist in the fair and equitable governance of the school. It is comprised of three teachers selected by the CEO, who are not part of the discipline issue, or have direct contact with the student(s) who are under investigation. The Discipline Board's function is administrative in nature in that its purpose is to investigate, hear testimony, and surface recommendations to the administration. As the information in question may be confidential or accusatory in nature, the Discipline Board meets in a non-public session. The Discipline Board has the authority to gather information and evidence from students, teachers, staff, and others to objectively render a recommendation to the administration.

Class I Behaviors

- 1.01 Three (3) incidents of distraction of other students
- 1.02 Develop organizations not sanctioned by school policies
- 1.03 Minor disruption on a school bus or RTA bus
- 1.04 Cutting class (first offense)
- 1.05 Three (5) unexcused tardiness in one quarter.
- 1.06 Inappropriate public display of affection

- 1.07 Failure to bring classroom materials, homework, or other required items to class
- 1.08 Violation of the Dress Code
- 1.09 Truancy from school (first offense)
- 1.10 Any other offense that the principal reasonably judges to fall within this category

Note: Some of these “other offenses” are listed in the “School Operations” section of this handbook.

Recommended Disciplinary Action(s)

Student-teacher conference
 Student-teacher-parent conference
 Referral to Social Worker or Counselor
 Detention
 Administrator-student-parent-teacher conference
 Assignment to Intervention Program
 Referral to the Student Assistance Team
 Disciplinary Assignment
 Conflict Resolution
 Anger Management
 Positive Behavior Support
 Peer Mediation
 Teacher as Advisor
 Positive Behavior Management Practices

Although certain consequences are recommended and not mandatory, certain others (Class III behaviors, physical fighting between students, and strong verbal abuse between students, etc.) will result in an immediate suspension or principal’s recommendation to expel.

There is no place here for such confrontations. We intend to keep Franklin as a place of scholarship so that all of our students may benefit to the maximum degree.

At Franklin there are five levels of detention/suspension for Class I behaviors: These consequences escalate with the severity and the repetition of unacceptable behavior.

1. **Teacher Detention:** Teachers assign this to students for a variety of Class I behaviors. Detention may last up to one hour before or two hours after school and requires parent notification at least the day before. Teachers may also assign detentions during the lunch period. **Students who have been issued 3 teacher detentions from the same teacher or who have skipped a teacher detention will be referred to the Assistant Principal for an administrative detention.**
2. **Administrative Detention:** The administration assigns this for a variety of Class I behaviors. It lasts from 3:30 to 4:30 p.m. and requires at least one day’s prior notice to parents.
3. **Extended Detention:** The principal or assistant principal assigns this for a variety of Class I behaviors. It lasts from 3:30 to 5:30 pm and

requires prior notice to parents. Students who have had 2 one hour detentions will automatically receive an Extended detention for their 3rd Class I behavior.

4. **In-School Suspension:** The principal or assistant principal assigns this for a variety of Class II behaviors. Students who have had an extended detention will receive an in-school Suspension for their next Class I behavior. Students who have had 3 detentions of any kind will automatically receive an in-school suspension for their 4th Class I behavior. Students who continue to exhibit behavioral problems will be suspended out of school.
5. **Out-of-School Suspension:** The principal or assistant principal assigns this for a variety of more serious behaviors. See the Class II behaviors listed below. Students who have had 4 Class I violations will automatically receive an out of school suspension for their 5th Class I violation. Students who have been suspended (in school or out of school) three times within a year will be recommended for expulsion for their next suspendable behavior.

The parent is responsible for providing transportation to and from school for students on detention.

CORPORAL PUNISHMENT – In no case shall corporal punishment be used.

SENIOR PRIVILEGES

1. Seniors who have had no suspensions during the year and who are not academically ineligible will have senior privileges.
2. Senior privilege is not a right and may be revoked at any time.

Class II Behaviors

CLASS II BEHAVIORS	DISCIPLINARY ACTION (S)
2.00 Four (4) violations of Class I behaviors (other than Code 1.00)	In-school suspension
2.00.1 Five violations of Class I Behaviors (other than Code 1.00)	1 to 3 days out-of-school suspension
2.01 Intentionally providing false information to any employee of the School Board or Benjamin Franklin High School	In-school suspension 1 to 3 days out-of-school suspension
2.02 Creating a disturbance in the class and/or on the campus with mitigating circumstances.	In-school suspension 1 to 3 days out-of-school suspension
2.02.1 Creating a disturbance in class and/or on the campus or at a school-sponsored activity without mitigating circumstance	1 to 5 days suspension

2.03 Trespassing – (entering or remaining on school campus without permission or while on suspension)	In-school suspension 1 to 3 days out-of-school suspension
2.04 Written or verbal proposition to engage in a sexual act	1 to 5 days out-of-school suspension
2.04.1 Inappropriate touching or advances with sexual overtones	1 to 5 days out-of-school suspension
2.05 Leaving the school campus without permission	In-school suspension/ Saturday alternative; 1 to 5 days out-of-school suspension
2.06 Intentional disrespect for authority/willful disobedience/persistent disobedience that interferes with the well being of other students or that prevents the teacher from carrying on class activities	1 to 5 days out-of-school suspension
2.07 Using or possessing tobacco products, matches or lighter	In-school suspension/ 1 to 5 days out-of-school suspension
2.08 Use of profane/obscene language	Conference, Detention, In-school suspension, 1 – 2 day out-of-school suspension
2.09 Fighting (all students K-12)	In-school suspension. 1-5 day out-of-school suspension (unless the student is defending himself/herself.) 1st offense (if no injury) also requires: (1) mandatory conflict resolution classes for student (2) eight (8) hours of school/community service for student on two (2) Saturdays 2nd offense also requires: (1) mandatory conflict resolution classes for student and parent (2) \$25 fee (3) 12 hours of school/community service for student 3rd offense results in a recommended expulsion (3.09.6)
2.10 Gambling	In-school suspension 1-5 day out-of-school suspension
2.11 Extortion or threats	In-school suspension/ 1-5 day out-of-school suspension

2.11.1 Harassment, intimidation, and bullying of students by other students	In-school suspension 1-5 day out-of-school suspension
2.12 Possession of stolen property	In-school suspension/ 1-5 day out-of-school suspension Student will not be readmitted until payment/written arrangements for restitution are made.
2.13 Possession of/igniting fireworks or firecracker or laser pointer/pen	In-school suspension 1-5 day out-of-school suspension
2.14 Theft (stealing) of an amount of money less than \$100, or an object valued at less than \$100	In-school suspension 1-5 day out-of-school suspension Student will not be readmitted until payment/written arrangements for restitution are made.
2.15 Inappropriate behavior on field trips	In-school suspension 1-5 day out-of-school suspension
2.16 Assault (verbal threats) to any school or School Board employee	In-school suspension 1-5 day out-of-school suspension
2.17 Major disruption on a school bus or RTA bus	In-school suspension 1-5 day out-of-school suspension with denial of bus privileges/ tickets possible
2.18 Battery (without bodily injury) on another student	In-school suspension 1-5 day out-of-school suspension
2.19 Vandalism of school employee's property or other students' property, textbooks or other articles of value	In-school suspension 1-5 day out-of-school suspension Student will not be readmitted until payment/written arrangements for restitution are made.
2.19.1 Vandalism of school property	In-school suspension 1-5 day out-of-school suspension Student will not be readmitted until payment/written arrangements for restitution are made.
2.20 Any other offense which the principal judges is similar to the existing Class II behaviors	In-school suspension 1-5 day out-of-school suspension
2.21 Failure to attend or leaving without permission the In-school suspension	1-5 day out-of-school suspension

Please Note: A suspension, whether it is out of school or in-school **is a suspension. Suspension differs from detention in that we complete suspension forms which become a part of the student's record. Many selective colleges and universities ask the student to answer such a question**

as, “Have you ever been suspended, expelled, or denied school attendance in any way?” on their applications.

In accordance with Louisiana Revised Statute 17:416C, any student after being suspended on three occasions for committing any suspendable offense during the same school session, shall on committing the fourth offense be expelled from the public schools of the Parish wherein he/she resides until the beginning of the next regular session, subject to the review of the local school board.

3.00 is the only Class III offense in which the police are not called for violators.

CLASS III BEHAVIORS	DISCIPLINARY ACTION(S)
3.00 Fourth suspension after three previous suspensions in the same school year consistent with state law	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.01 Battery with bodily injury to another student at school or any school-related activity	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.02 Battery (bodily injury) to a school or School Board employee at school or school-related activity	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.03 Possession, use, concealment, or transmittal of drugs or alcohol	RECOMMENDATION FOR EXPULSION 12 calendar months (under 16 years, grades 6-12) 24 calendar months (16 years or older)
3.04 Arson (willful burning of any part of the school building or property therein)	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester) Student will not be returned from expulsion until payment/written arrangements for restitution are made.
3.05 Theft -- stealing or extortion of money or property valued at \$100 or more	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester) Student will not be returned from expulsion until payment/written arrangements for restitution are made.
3.06 Robbery (taking anything of value from another by use of force or intimidation)	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.07 Burglary of school property (unauthorized entering of any School Board building or vehicle with the intent to commit theft or damages)	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester) Student will not be returned from expulsion until payment/written arrangements for restitution are made.

3.08 Burglary or damage of any vehicle; unauthorized entering of any vehicle parked on or near school property with the intent to commit theft or damage	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester) Student will not be returned from expulsion until payment/written arrangements for restitution are made.
3.09 Possession, use, transmittal or concealment of Firearms/ Guns: including pistol, rifle, zip gun, shot gun, loaded or unloaded, BB gun, starter gun, explosive propellant or destructive device whether operable or inoperable	RECOMMENDATION FOR EXPULSION 12 calendar months (LA R.S. 17:416)
3.09.1 Possession, use, transmittal, or concealment of a knife: including, but not limited to switch blade, penknife, and similar objects	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.09.2 (K-5) Possession, use, transmittal, or concealment of a knife: including, but not limited to switch blade, penknife, and similar objects	The principal may, but shall not be required to recommend expulsion in accordance with LA R.S. 17:416c
3.09.3 Possession, use, transmittal or concealment of other weapons including, but not limited to, razor blade, ice pick, dirk or other sharp instruments, nunchauks, brass knuckles, pipe, Chinese star, Billy club, machete, mace, tear gas gun, or electric weapons or devices such as a stun gun	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.094 Miscellaneous: use of any object or substance to harm, frighten or intimidate others including, but not limited to, rocks, pens/laser pens, pencils, toy guns and similar objects.	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester) up to 12 calendar months
3.10 Participating in or causing a disturbance at school or school-related activities, e.g., riot, group fights, multiple participants.	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)

CLASS III BEHAVIORS	DISCIPLINARY ACTION(S)
3.10.1 Interference with investigation of an incident	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.11 Bomb threats/setting off fire alarm	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.12 Rape	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.13 Sexual Harassment as defined by law	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.14 Sexual intercourse on school grounds or at school related activities	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)
3.15 Any other offense which the principal may reasonably judge to fall within this category	RECOMMENDATION FOR EXPULSION Minimum of 90 days (1 semester)

Mandatory Disciplinary Action(s)

A student while under in-school suspension, out-of-school suspension or expulsion shall not enjoy the right of participating in any school activity.

STUDENTS FOUND GUILTY OF CLASS III BEHAVIORS 3.03 AND 3.09 SHALL BE EXPELLED IN ACCORDANCE WITH STATE LAW (LA REVISED STATUTE 17:416c).

Student Dress and Grooming Code

The dress code applies all year long when students are at school or at school events. This includes Saturdays, evenings/nights, and summer.

Teachers will deal directly with violators of the dress code according to the following procedure:

- **First instance:** Teachers will issue a warning and/or a teacher detention to a student who is out of compliance with the dress code or without an ID on in the classroom. The teacher will also require the student to correct the problem. **
- **After the first warning:** The teacher will complete an official discipline referral form for ID or dress code violation. The teacher will also require the student to correct the problem. **
- **Continued disregard for the ID or dress code policy will result in referral for “willful disobedience.”** The assistant principal will enforce the discipline policy outlined above. (see Class II behaviors #2.06)

**** Note: If an ID or dress code violation cannot be corrected immediately (i.e. the student puts on the ID, changes clothing, etc.), the student should be sent to the main office. If necessary, the student will be made to purchase a new ID and/or we will contact parents asking them to bring a change of clothing. Students will remain in the office until appropriately dressed or they will be sent home. Students will not be allowed to make up work missed as a result of being sent to the office.**

The principle behind the dress code rules is: **All students are to wear appropriate attire to foster the best environment for learning and for their own safety.**

The following rules are to assist students in observing basic rules of personal hygiene and dress in a manner that will not distract from the educational process:

1. Students are prohibited from wearing hair curlers or other hair grooming aids or implements that divert attention from the learning process.

Note: Students are permitted to wear moderate hairstyles. Immoderate hairstyles include but are not limited to mohawks, razor cuts, unnatural hair color and shaved heads (except in the case of illness).

2. Students shall not wear **suggestive or revealing attire** that diverts attention from the learning process.

Note: Please realize that school is not a party or a social occasion. Items appropriate to those occasions may not be appropriate at school and school functions. The principal will consider as “suggestive or revealing attire” any garment that is deemed to fit this category. Some clothing items that fit this category are immodestly short shorts and skirts (see below), low-cut necklines, sleeveless tops, tops with straps not sleeves, undergarments worn as outer garments, clothing torn to expose areas of the body that are normally covered (this includes knee-less jeans) and pajama tops or bottoms.

3. Shorts and skirts must be worn at least to the knee. Gym shorts are only appropriate for the physical education program and are not to be worn to attend other classes. Ben Franklin athletic shorts (**not PE shorts**) may be worn if they fit appropriately.

Note: All clothing must be worn correctly on the body. All clothing must appropriately fit the individual. Shirts may be untucked only if they fall to the top of the leg. Otherwise, shirts must be tucked in. Pants must be worn at the waste. No exposure of skin will be tolerated. No oversized clothing may be worn at any time. Cheerleaders may not wear their uniforms during the school day.

4. Caps and hats are not to be worn in the school building (except for religious observance).

Note: All hats and headgear including scarves, sweatbands and bandannas distract from the learning process. They may not be worn in the building including the gymnasium, hallways and cafeteria. If you wear them to school be sure that you remove them when you enter a school building.

5. Shoes without backs are not permissible. This includes slippers, shower thongs, and other footwear judged by the principal as inappropriate for school.

Note: Shoes must be manufactured with backs. Do not attempt to fashion a back in any manner. Do not wear a shoe or sandal if the “back” is under your foot. For your safety, shoes must fit your feet properly.

6. Tank shirts and undershirts as outer garments, and pajama tops or bottoms are not acceptable. Shirts or blouses tied at the midriff, clothing not properly fastened, or any item of clothing with a bare midriff is not to be worn. Mini-skirts and mini-dresses are not permitted. **Pants worn below the waist are not permitted.** Undergarments must not be visible.

Note: If your midriff (or undergarments) becomes exposed when you raise your arms, sit down or bend over, even if it is covered when you are standing, you violate this regulation.

7. Students are not to wear sunglasses in the school building unless a doctor’s permit to this effect is on file.
8. Clothing, jewelry, buttons, patches, or any other items with words, phrases, symbols, pictures, or signs which use indecent, profane, suggestive, or swear words, or are drug or alcohol related are not to be worn.
9. For the health and safety of all students, ornate and/or expensive jewelry, such as medallions and gold chains are not to be worn by students while on School Board property or at school-sponsored activities. Such items place students in danger or being accidentally injured, assaulted or robbed.

Note: At school and school functions, the only permissible place to wear body-piercing ornamentation is in the ear lobes.

Louisiana Truancy Law (Excerpt)

R.S. 17:233 ACT 745

Cases of habitual absence and/or tardiness referred to juvenile or family court: A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise, B. (1) (a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. (b) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. (c) The principal of the school, or his designee, shall notify the parent or legal guardian in writing upon a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. The student's parent or legal guardian shall sign a receipt for such notification.

PLEASE NOTE: THE SCHOOL IS REQUIRED TO PLACE A "TRUANCY FLAG" ON THE COMPUTER RECORD OF ANY STUDENT WHO HAS 5 UNEXCUSED ABSENCES OR TARDIES IN ONE MONTH. THIS FLAG BECOMES PART OF THE STUDENT'S ENROLLMENT RECORD. THIS INFORMATION IS UPLOADED TO THE STATE ON A REGULAR BASIS.

AHERA Management Plan

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), Benjamin Franklin High School maintains an AHERA Management Plan which documents inspections for asbestos. All of these surveys indicate that there is no evidence of asbestos-containing building materials in our buildings. A copy of the plan is available for inspection at the school office.

2010-11 SCHOOL YEAR IMPORTANT DATES

PLEASE PLAN ALL VACATIONS AND COLLEGE VISITS DURING THOSE TIMES WHEN SCHOOL IS NOT IN SESSION. FAMILY VACATIONS AND COLLEGE VISITS ARE NOT EXCUSED ABSENCES.

August 11	FIRST DAY OF CLASSES FOR STUDENTS
August 25	Open House for Parents
September 6	Labor Day Holiday
September 14	Progress Reports issued in homeroom
September 17	Faculty Prof. Development – 12:30 dismissal
October 13	Progress Reports issued in homeroom
October 14	Faculty Prof. Development – 12:30 dismissal
October 14	Admissions Open House
October 15	Fall Break – no school
October 20	Parent Grade Conferences
November 16	Progress Reports issued in homeroom
Nov. 22-26	Thanksgiving Holiday
Dec. 20 - Jan. 2	Winter Break
January 12	Students with all grades of “C” or better receive report cards in homeroom
January 13	Report Card Conferences
January 17	Martin Luther King Holiday
February 9	Progress Reports issued in homeroom
February 11	Faculty Prof. Development – 12:30 dismissal
March 7-11	Mardi Gras Holiday
March 15	Progress Reports issued in homeroom
March 16	Parent Grade Conferences
March 22	Phase 1 – GEE testing
March 25	Faculty Prof. Development – 12:30 dismissal
April 11 – 15	Phase 2 GEE (there is no iLEAP this year)
April 12	Progress Reports issued in homeroom
April 18 - 25	Spring Break
May 24	Last Day of school for students Graduation – 7 pm
May 27	Last day for Faculty

If school is closed due to inclement weather or some other problem, we may need to cancel the early dismissal days to make up the time lost.